

June 14, 2024

[Supervisor's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company Name], effective two weeks from today, on [Last Working Day].

This decision was not made lightly, as my time at [Company Name] has been truly rewarding and instrumental to my professional growth. I have accepted a new role that will allow me to further advance my career, and I believe this next step aligns with my long-term goals.

I am committed to ensuring a smooth transition and am happy to assist in the training of my replacement or in any way that will be helpful during this period. I am sincerely grateful for the opportunities, support, and guidance I have experienced at [Company Name], and I value the relationships I have built here.

Thank you again for everything.

Sincerely,

[Your Name]